

# **EMERGENCY MANAGEMENT PLANNER**

## **GENERAL RESPONSIBILITIES**

Develop, maintain, and review various emergency plans related to prevention, protection, mitigation, response and recovery in accordance with Federal, State and local laws. Assist in management and coordination of all hazards-planning activities with Federal, State, regional and local agencies.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Support activation of the Emergency Operations Center (EOC) (in-person or virtual) when required during real world response or training and exercises; compose situation reports and other incident documentation during EOC activations; utilize WebEOC and assist as an EOC call taker during EOC activations when necessary
2. Develop, maintain, and review various all-hazards emergency plans and associated annexes related to prevention, protection, mitigation, response and recovery
3. Conduct research covering best practices, guidelines, statutes, and strategies for the implementation of emergency plans, policies and programs
4. Gather quantitative and qualitative data for inclusion in after-action reviews of emergency operations, special events, as well as training and exercises; assist in the development of after-action reports
5. Monitor state and federal planning requirements to ensure continued compliance
6. Assist with development of Emergency Management public education and community outreach programs as well as dissemination of emergency preparedness information.
7. Assist in development of public/private partnerships
8. Participate in work groups and public meetings; provide information and updates as available
9. Assist local jurisdictions, governmental partner agencies and other members of the emergency management community with technical assistance on various planning efforts.
10. Provide coordination and support of local and regional planning activities related to domestic preparedness and readiness
11. Perform related duties as to specific assignments
12. Any employee may be identified as Essential Personnel during emergency situations
13. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
14. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

## **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Emergency Management, Public Safety, Public Administration, or closely related field
2. Two (2) years of professional work experience in emergency management or public safety
3. Completion of Federal Emergency Management Agency (FEMA) training courses IS-100, 200, 300, 400, 700, 800 and Professional Development Series (PDS) (or must obtain within 6 months of employment) \*

\* A comparable amount of training and experience may be substituted for the minimum qualifications.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to develop and maintain effective working relationships with co-workers, professional peers, volunteer personnel and the general public, as well as the ability to effectively work both as a team member and on individual assignments.
2. Strong oral and written (English) communication skills; ability to deliver presentations to groups in a variety of venues.
3. Respond to inquiries or complaints from employees, citizens, members of the community or regulatory agencies
4. Read, analyze and interpret technical procedures and governmental regulations
5. Maintain accurate records
6. Define problems, collect data, establish facts and draw valid conclusions
7. Work with detail, problem solve and communicate problems
8. Use computer software programs and/or other applications
9. Write reports, business correspondence, and procedure manuals
10. Maintain current knowledge of emergency management principles, laws, regulations and procedures
11. Ability to follow detailed written and oral instructions
12. Read and comprehend information, policies, procedures, documents and government regulations
13. While working in this position, the employee is required to constantly sit, reach and perform repetitive motions; frequently walk and lift up to 20 pounds, occasionally lift between 20-50 pounds, and occasionally drive.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid driver's license
2. Requires criminal background check as condition of employment